How Do I Sponsor A Foreign National @ SWFSC?

For ALL Foreign Nationals (FNs):

- A) Become a Departmental Sponsor/NOAA (Appendix A)
 - B) Get background information for each FN

*NOTE: If your visitor is a GREEN CARD HOLDER, they do NOT need to go through the Foreign National Process



What is the FN's Length of Stay?

≤ **(5) DAYS** = "FN VISITOR"

Submit 2 days, and NO LATER than 1 day

PRIOR to arrival*

- or -

≥ (5) DAYS = "FN GUEST"

Submit 6 weeks, if possible, and NO LATER than 30 days PRIOR to arrival

*If FN VISITOR is staying BETWEEN 3 – 5 DAYS, the reason for the visit must be participation in a WORKSHOP. Please contact Libby (libby.williamson@noaa.gov) for guidance on workshop qualifications.

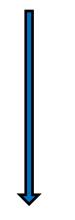
1. Apply for a DS2019 Form

(to be completed by sponsor)

Package to complete the DS2019 Application Should

Contain:

- a. Scanned copy of Passport (Photo Page) b. Proof of Required Medical Insurance (as stated in application)
- c. Submit to Jennifer Olsen (jennifer.olsen@noaa.gov) so she can prepare the DS2019 form



Are you sponsoring a FN Full-Time **Student** Doing Research?



2. Student Applies for a F-1 Visa (handled primarily by the student)

Y

Are you sponsoring a Scholar (e.g., post-doc)?



Scholar Applies for a J-1 Visa (handled primarily by the student)

C) Read the FN Registration System User Guide

(http://deemedexports.noaa.gov/compliance access control procedures/2011 1205 FNRS Quick%20Start%20Guide DSN v7.pdf)

- D) Log on & Complete FN Registration System Application (https://fnrs.nmfs.noaa.gov/fnrs/)
- *Once you complete the FN Registration online, you will receive the following APPROVAL EMAILs:

Visitor = FINAL Approval

Guest = CONDITIONAL Approval (will only Δ to Final after step "E" is complete)

E) Within 2 DAYS OF ARRIVAL, each FN Visitor and/or FN Guest must complete and return to the sponsor an Appendix C: Certification of Conditions and Responsibilities for a Foreign National Guest

(http://www.wrc.noaa.gov/wrso/forms/DAO207-12-attachment3.pdf)

Scan and EMAIL Appendix C to Michael Shearin (michael.shearin@noaa.gov)

- F) Send Electronic-Copy of the Confirmation of Approval to Libby Williamson-Ehlers (make sure the Departure Date is Included email: libby.williamson@noaa.gov, phone: 858-334-2823)
- G) Secure an ID Badge (via Gaye Holder x7006) for FN access into and around the required government facilities
 - H) REMEMBER The sponsor is responsible for escorting your FN upon arrival (Sign your FN in and let Rachelle know they are here and follow instructions)
- I) For additional details regarding what to do once your FN arrives as well as departs, see pgs. 4 5 of the "How to sponsor a FN in PRD" (common drive L:\Foreign Nationals)